

Posting Date: 08/30/2006

Closing Date: 09/14/2006

FOR DSS EMPLOYEES ONLY
ANTICIPATED VACANCY NOTICE

ELIGIBILITY SERVICES SPECIALIST

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

THE DEPARTMENT OF SOCIAL SERVICES (DSS) IS PRESENTLY RECRUITING TO FILL **ELIGIBILITY SERVICES SPECIALIST** POSITION(S) LOCATED IN THE **HARTFORD, MANCHESTER, NEW BRITAIN, AND WILLIMANTIC OFFICES** OF ITS NORTHERN REGION.

POSITION(S):	Eligibility Services Specialist	
OPEN TO:	Department of Social Services Employees Only	
BARGAINING UNIT:	Social and Human Services (P-2)	
SALARY RANGE:	\$47,491 .00 - \$59,302.00 (SH 20)	
LOCATIONS:	3580 Main Street Hartford, CT	699 East Middle Turnpike Manchester, CT
	270 Lafayette Street New Britain, CT	676 Main Street Willimantic, CT

THESE POSITIONS MAY BE USED TO FILL VACANCIES IN ANY OF THE ABOVE LISTED OFFICES, THE OUTSTATIONED HOSPITAL POSITION LISTED BELOW, AS WELL AS FUTURE OUTSTATIONED HOSPITAL POSITIONS.

**Veterans Home
287 West Street
Rocky Hill, CT 06067**

EXAMPLE OF DUTIES AND RESPONSIBILITIES – ABOVE OFFICE LOCATIONS:

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures, makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems data problems; provides eligibility services and/or vocational services to clients assigned to individual caseload; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements; evaluates clients' financial needs and stabilizes economic situation by providing necessary assistance and services; periodically reviews eligibility to ensure correct benefits level; may be responsible for agency components of client independence plans; conducts comprehensive social services assessment to identify potential barriers to employability; provides necessary eligibility, employment and supportive services to reduce barriers and promote self sufficiency; may provide client orientation to agency programs and support services, monitors client progress with employability plan and takes appropriate actions including conciliation and/or sanctioning; ,may make presentations within agency and/or community.

EXAMPLE OF DUTIES AND RESPONSIBILITIES – OUTSTATIONED HOSPITAL POSITIONS:

Plans workflow and determines priorities; responsible for determining eligibility for patients who qualify for various agency programs (Title 19, Aid to the Aged, Disabled, TFA, Food Stamps, etc.); acts as liaison with operating unites, agencies and outside officials such as third party providers, social services agencies and attorneys regarding agency policies and procedures; carries a caseload similar in nature to those of eligibility Services Workers; conducts in-depth interviews with applicants experiencing difficulty in meeting program eligibility requirements; processes complex public assistant cases; testifies in court on cases involving claims for reimbursement and determines appropriate actions to enforces compliance with court orders may obtain administrative approval process unusual problematic assistance requests non-recurrent expenses; or requests for diversion of income.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Worker.

College Training:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. One (1) year as an Eligibility Services Worker may be substituted for General and Special Experience.

Consideration will be given to those candidates who have taken and passed the examination for Eligibility Services Specialist and currently are eligible for appointment, or the positions may be filled by mandatory candidates from existing Reemployment and SEBAC lists to whom we are obligated to give priority consideration.

Note: Candidates who previously sent in applications in response to the March 24, 2006 and June 13, 2006 postings for Eligibility Services Specialist position vacancies in the Hartford, Manchester New Britain and Willimantic offices of the DSS Northern Region also will be considered for this current posting and need not re-apply.

APPLICATION PROCEDURE: Applications will be accepted from candidates who have taken and passed the examination for Eligibility Services Specialist and currently are eligible for appointment, or the positions may be filled by candidates on current Reemployment/SEBAC lists to whom we are obligated to give priority consideration. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

Candidates should forward a COMPLETED, ORIGINAL State Employment Application (Form PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at www.das.state.ct.us/exam/default.asp#APPLICATION FORM, to:

CONTACT PERSON: Ms. Delores Atwater
Personnel Assistant
Human Resources Division – Third Floor
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 14, 2006 CLOSE OF BUSINESS

The Department of Social Services is an Equal Opportunity/Affirmative Action Employer